

# PAPER

## GENERAL INFORMATION

Various paper products are recyclable and accepted at the Army Recycling Center (ARC). Paper makes up the largest waste stream, and by weight, is the most recycled material. Recycling paper on the Army Garrison Hawaii also generates an income which benefits all who work and reside there.

## WASTE CHARACTERIZATION

White office paper is the typical plain paper that is used in copiers and printers. Most office paper is considered “high grade,” good quality paper. The quality of high grade paper allows it to be recycled several times. Recyclable white office paper that is accepted at the ARC can be whole sheets, or as fine as a confetti-cut shred.

All other paper materials such as newspaper, magazines, color paper, sticky notes, tissue paper, manila folders, etc., can go into a “Mixed Paper” container, and is recycled at the ARC.

Glossy paper and stapled paper is acceptable. Envelopes are acceptable as long as the plastic windows are removed. Wax-coated paper is not accepted.



## HANDLING AND DISPOSAL PROCEDURES



Segregate paper by type and place in designated recycling receptacles. White office paper and shredded paper can be placed in the same container as long as the shredded paper is bagged. Mixed paper should be placed in a separate receptacle.

Paper containing Social Security Numbers or other sensitive and confidential information must be shredded before being placed in recycling receptacles. Contact your Security Officer for information on proper handling and disposal of sensitive/confidential information.

## ADDITIONAL INFORMATION

Collection containers for paper can be requested by contacting the ARC at 655-0011 and leaving a message. If containers are unavailable, please use a temporary replacement, and the ARC will still pick up the collected recyclables. Drop off your paper at the ARC at 1087 McMahon Rd. on Schofield Barracks, or schedule a pick-up by calling the ARC, or filling out the online form at <https://dpwhawaii.army.mil/PickUp>.